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# NASA Procedural Requirements

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 (NASA Only)

## Subject: External Reports - Accounting

**Responsible Office: Office of the Chief Financial Officer**

[| TOC](#) | [Preface](#) | [Chapter1](#) | [Chapter2](#) | [Chapter3](#) | [Chapter4](#) | [Chapter5](#) | [Chapter6](#) | [Chapter7](#) |  
[Chapter8](#) | [Chapter9](#) | [Chapter10](#) | [Chapter11](#) | [Chapter12](#) | [Chapter13](#) | [AppendixA](#) | [AppendixB](#)  
[| ALL](#) |

## Chapter 5. Treasury Report on Receivables and Debt Collection Activities

### 5.1 Overview

5.1.1 The Treasury Report on Receivables (TROR) and Debt Collection Activities (formerly known as the Report on Receivables Due from the Public) as revised effective January 2007, is a comprehensive means for periodically collecting data on the status and condition of the Federal Government's non-tax debt portfolio, in accordance with the requirements of the Debt Collection Act of 1982 and the Debt Collection Improvement Act of 1996 (DCIA).

### 5.2 Agency Requirements

5.2.1 NASA Centers are required to estimate and report uncollectible accounts receivable. The information contained in this report (the Receivables Report or TROR) is designed by the Department of the Treasury (Treasury) and disseminated to Congress, the Office of Management and Budget (OMB), agency Chief Financial Officers, other officials and representatives of Federal and state organizations, private sector organizations, and the public.

### 5.3 Roles and Responsibilities

5.3.1 NASA Shared Services Center (NSSC). On behalf of the NASA Centers, NSSC shall prepare TROR reports which include schedules of aged receivables and other data cited in the TROR instruction workbook.

5.3.2 NASA Headquarters, Office of the Chief Financial Officer (OCFO). The HQ OCFO is responsible for consolidating the data submitted by NSSC and submitting the report to the U.S. Treasury on behalf of NSSC and the Centers. The OCFO is also responsible for verifying and certifying the information presented in the 4th quarter (year-end) report to ensure it is accurate and consistent with data in NASA's accounting system.

### 5.4 Report Requirements

#### 5.4.1 Major Components.

a. General. The report submitted by NSSC should cover all fund sources. NSSC, in collaboration with the Centers, is to ensure that back up documentation exists. (Note some additional data may need to be tracked outside of the accounting system to complete the TROR. For example, debts that are currently in not collectable status (CNC), debts in appeal or litigation and debts referred to Treasury for Cross Servicing.)

b. Part I. This part of the Receivables Report addresses the status of receivables. This section shows outstanding receivable balances, current fiscal year activities, aging and classification of delinquent debts, and classification of rescheduled debts.

c. Part II. This part of the Receivables Report contains management information on the status of delinquent debt (including CNC debt) by collection management tools and techniques, age, eligibility for referrals, collections, and debt disposition.

5.4.2 Verification and Certification. All 4th quarter (year-end) reports are done by the Headquarters OCFO for a consolidated agency wide report. That should be based on certification and assurance by NSSC in collaboration with the Centers. Verification means the report has reconciled to the Audited Financial Statements or, in its absence, to the Federal Agencies Centralized Trial-Balance System (FACTS). Verification is submitted separately from the Receivables Report itself. Certification means that the delinquent debt amounts reported on the Receivables Report for cross-servicing and Treasury offset are correct and legally enforceable. FMS will issue instructions for the combined verification and certification process before 4th quarter reporting.

5.4.3 To Whom the Report Is Submitted. The NASA Headquarters OCFO submits the report to the U.S. Treasury on behalf of the NSSC and Centers via the Internet utilizing the Debt Management Information System (DMIS).

5.4.4 When the Report Is Due. FMS requires quarterly reports. Reports are due to FMS by the end of the 30th day of the month following the close of each quarter (for example, 1st quarter FY 2007 reports are due by January 30, 2007). All 4th quarter reports, verifications and certifications are due by November 15.

| [TOC](#) | [Preface](#) | [Chapter1](#) | [Chapter2](#) | [Chapter3](#) | [Chapter4](#) | [Chapter5](#) | [Chapter6](#) |  
[Chapter7](#) | [Chapter8](#) | [Chapter9](#) | [Chapter10](#) | [Chapter11](#) | [Chapter12](#) | [Chapter13](#) |  
[AppendixA](#) | [AppendixB](#) | [ALL](#) |

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